

July 26, 1999

CHIEF INFORMATION OFFICER LETTER

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA) CHANGES IN
RECORDS DISPOSAL PROCEDURES**

1. This Information Letter announces new changes in the disposal procedures for records stored at the National Archives and Records Administration (NARA) records centers. These changes augment procedures contained in NARA Bulletin 99-03, Changes in Disposition Procedures at NARA Records Centers.
2. The NARA records centers will no longer destroy medical facilities' records without written authority to do so. Ninety days prior to the records destruction date, the records center will notify the medical facility that its records will become eligible for destruction. NA Form 13001, Notice of Intent to Dispose of Records, will be mailed via certified mail with a return receipt requested to the medical facility. After receipt of the NA Form 13001, the medical facility must respond in writing to notify the records center that the records are to be destroyed in accordance with their disposal authority. Records centers will not accept the returned certified mail receipt as written approval.
3. To respond in writing, the medical facility can annotate the NA Form 13001 and return the form to the records center or provide a list of accession numbers (listed on the appropriate SF 135, Records Transmittal and Receipt) in a memorandum or letter to the records center. In addition, medical facilities should notify records centers when records are to be retained indefinitely because of litigation, operational purposes, or other exceptional circumstances.
4. The new procedures will be incorporated into VA Handbook 6300.1, Records Management Procedures.
5. Further guidance may be accessed on NARA's Website at <http://www.nara.gov/records/index.htm>. If you have questions regarding the new procedures, you may contact Mr. Sherwin Lynch at (202) 273-8312 or via MS Exchange.

R. David Albinson
Chief Information Officer

DISTRIBUTION: CO: E-mailed 7/26/99
FLD: VISN, MA, DO, OC, OCRO, and 200 - FAX 7/26/99
EX: Boxes 104, 88, 63, 60, 54, 52, 47, and 44 - FAX 7/26/99